

**CLASS TITLE: SUPERVISOR OF BRANCH OFFICE SERVICES
(MOTOR VEHICLES)**

Class Code: 02414300

Pay Grade: 22A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the work of subordinates engaged in processing applications for licenses to operate motor vehicles and registrations of motor vehicles in a satellite office; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom work assignments and instructions are received; work is occasionally reviewed upon completion for conformance to provisions of pertinent laws and regulations.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, supervise and review the work of subordinates engaged in a variety of computerized motor vehicle transactions, including:

Reviewing and process applications for the registration and titling of motor vehicles to determine that such applications have been completed and executed as required by law and/or regulation; to enforce financial responsibility laws, as required; to collect registration, title and sales tax fees; authorizing the issuance of registration plates or tags for passenger, commercial, motorcycle, trailer and all other motor vehicles when all requirements for registration and title have been met, which include the rating and collection of sales and use fees on motor vehicles.

Issuing permits to drive a motor vehicle as required by regulation and/or law, which includes screening applications and all required documents; administering the written examination and eye test; scheduling road tests; issuing new, chauffeur and motorcycle licenses when all requirements have been met; collecting, recording and accounting of all license fees.

To be responsible for the accounting of all fees collected, and their custody and deposit for safekeeping, in accordance with the regulations of the Division of Motor Vehicles, Controller's Office and Treasurer's Office.

To handle complaints received from the public on the activities of the office and to adjust them amicably.

To review changes in policy and statute in order to recommend appropriate changes in procedures.

To requisition supplies and equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of laws relating to the licensing of motor vehicle operators and the registration of a variety of motor vehicles and of motorcycles; the ability to apply the provisions of such laws and regulations of the Division of Motor Vehicles; the ability to meet the public, in a constructive fashion; the ability to plan, supervise and review the work of a staff of subordinates engaged in a computerized system of processing applications for licenses to operate motor vehicles and applications for the registration of a variety of motor vehicles and for motorcycles; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

EDUCATION: Education Such as may have been gained through: graduation from a senior high school; and

EXPERIENCE: Such as may have been gained through: employment in a position processing licenses for the operation of motor vehicles and the registration of a variety of motor vehicles and motorcycles; or, employment in a supervisory capacity involving the processing of forms of a clerical nature and determining their accuracy and propriety.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: December 19, 1999

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